

Watersmeet Township School District
REGULAR BOARD MEETING

July 18, 2022

5:00pm

Vice-President T. Holland called the meeting to order at 5:00pm and began with the pledge.

Present: T. Holland, M. Hazen, S. Klingman, T. Pallin T. Williams,
A. Schrader

Absent: P. Peterson Jr.

Motion by M. Hazen, second by T. Pallin to approve the agenda with the following changes: Add under Old Business-b. Bond Resolution, Add under New Business-e. Trash Disposal Request, and moved G.a to L.f-Negotiations. Roll call vote:

T. Holland-Aye, S. Klingman-Aye, M. Hazen-Aye, A. Schrader-Aye, T. Williams-Aye, T. Pallin-Aye. All ayes-Motion carried.

Visitors: Suzanne Zelinski, Lisa Brunk, Alina Shively, Alan Shively,
Richard Chiochios, Craig Allen (MASB)

LVD Representation: None

Student Council Representation: Brock Shively

Motion by T. Pallin, second by T. Williams to approve the minutes from the June 27, 2022 meeting with the corrected statement on page 3 to read "The Board will go up to a 2% raise" not "The Board will start at a 2% raise". Roll call vote: T. Holland-Aye, S. Klingman-Aye, M. Hazen-Aye, A. Schrader-Aye, T. Williams-Aye, T. Pallin-Aye. All ayes-Motion carried.

Patty Ollila was in attendance to present the Accounts Payable and Financial report.

Motion by T. Pallin, second by M. Hazen to approve the NEOLA policy changes. Roll call vote: T. Holland-Aye, S. Klingman-Aye, M. Hazen-Aye, A. Schrader-Aye, T. Williams-Aye, T. Pallin-Aye. All ayes-Motion carried.

Motion by T. Pallin, second by M. Hazen to approve the Resolution as written to pay off the Debt Bond early. Roll call vote: T. Holland-Aye, S. Klingman-Aye, M.

Hazen-Aye, A. Schrader-Aye, T. Williams-Aye, T. Pallin-Aye. All ayes-Motion carried.

Motion by T. Pallin, second by T. Williams to hire Mrs. Zelinski as the 7-12 grade Special Needs teacher for the 2022-2023 school year. Roll call vote: T. Holland-Aye, S. Klingman-Aye, M. Hazen-Aye, A. Schrader-Aye, T. Williams-Aye, T. Pallin-Aye. All ayes-Motion carried.

Motion by T. Pallin, second by M. Hazen to approve the request of the Business Office to start the Contracts for administration on July 1 as is all the rest of the staff. Roll call vote: T. Holland-Aye, S. Klingman-Nay, M. Hazen-Aye, A. Schrader-Aye, T. Williams-Aye, T. Pallin-Aye. 5 Ayes, 1 Nay. Motion carried.

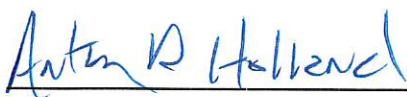
Motion by A. Schrader, second by T. Pallin to regretfully accept the resignation letter of Mr. Frank Young, Native American Studies Instructor. Roll call vote: T. Holland-Aye, S. Klingman-Aye, M. Hazen-Aye, A. Schrader-Aye, T. Williams-Aye, T. Pallin-Aye. All ayes-Motion carried.

Motion by T. Pallin, second by T. Williams to raise the trash removal price for Doug Williams to \$300 per month from \$250. Roll call vote: T. Holland-Aye, S. Klingman-Aye, M. Hazen-Aye, A. Schrader-Aye, T. Williams-Aye, T. Pallin-Aye. All ayes-Motion carried.

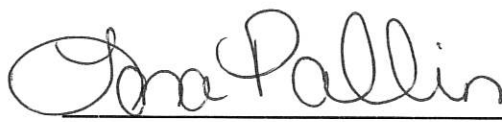
Motion by T. Pallin, second by A. Schrader to go into Closed Session at 6:30pm. Roll call vote: T. Holland-Aye, S. Klingman-Aye, M. Hazen-Aye, A. Schrader-Aye, T. Williams-Aye, T. Pallin-Aye. All ayes-Motion carried.

Motion by T. Pallin, second by T. Williams to return to regular session at 7:08pm.

Motion by T. Pallin, second by S. Klingman to adjourn at 7:10pm. Roll call vote: T. Holland-Aye, S. Klingman-Aye, M. Hazen-Aye, A. Schrader-Aye, T. Williams-Aye, T. Pallin-Aye. All ayes-Motion carried.



President, P. Peterson Jr. -absent
Vice-President, T. Holland



Secretary, T. Pallin

Watersmeet Township School District, Gogebic County, Michigan (the "School District")

A regular meeting of the board of education of the Issuer (the "Board") was held in the Watersmeet School Library, within the boundaries of the Issuer, on the 18th day of July, 2022, at 5:00 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by T. Holland, ^{Vice} President.

Present: Members T. Holland T. Pallin T. Williams, M. Hazen,
S. Klingman, A. Schrader

Absent: Members P. Peterson Jr.

The following preamble and resolution were offered by Member T. Pallin and supported by Member M. Hazen:

WHEREAS, the School District previously issued its 2006 Refunding Bonds (General Obligation – Unlimited Tax), dated November 21, 2006, in the original principal amount of \$5,480,000 (the "2006 Bonds"); and

WHEREAS, there currently remains outstanding only \$640,000 in principal, specifically \$640,000 of the original \$670,000 term bond due May 1, 2024, of the 2006 Bonds; and

WHEREAS, once the required redemption notice has been provided, the \$640,000 in remaining principal owed on the 2006 Bonds is subject to optional redemption by the School District on any date, at a price of par plus accrued interest to the redemption date; and

WHEREAS, the Board now desires to call the remaining \$640,000 principal amount of the 2006 Bonds, in order to fully pay off and retire the 2006 Bonds; and

WHEREAS, in order to facilitate the early redemption of the outstanding principal of the 2006 Bonds, the Board desires to authorize certain school officials to take such actions as are necessary and reasonable in order to call the remaining \$640,000 principal amount of the 2006 Bonds, in order to fully pay off and retire the 2006 Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board hereby authorizes the Board President, Board Secretary, Board Treasurer, Superintendent, and the individual acting in the capacity of the School District's business official (each an "Authorized Officer"), or a designee thereof, to take all such actions as are necessary and reasonable in order to call the remaining \$640,000 principal amount of the 2006 Bonds, in order to fully pay off and retire the 2006 Bonds.

2. The Board hereby authorizes the early redemption of the outstanding principal of the 2006 Bonds (specifically, \$640,000 of the original \$670,000 term bond due May 1, 2024) on a redemption date approved by an Authorized Officer.

3. An Authorized Officer is hereby authorized and directed to contact The Bank of New York Mellon Trust Company, N.A., the paying agent for the 2006 Bonds, to initiate the early redemption of the remaining \$640,000 principal amount of the 2006 Bonds.

4. An Authorized Officer is hereby authorized and directed to assist The Bank of New York Mellon Trust Company, N.A., with calling the remaining \$640,000 principal amount of the 2006 Bonds for early redemption. An Authorized Officer is authorized to approve any redemption notice provided by The Bank of New York Mellon Trust Company, N.A., and to approve the redemption date.

5. An Authorized Officer is hereby authorized and directed to transfer funds from the School District's debt retirement fund to The Bank of New York Mellon Trust Company, N.A., in the amount necessary to fully pay the principal of and accrued interest on the remaining \$640,000 principal amount of the 2006 Bonds as of the redemption date.

6. Once the remaining \$640,000 principal amount of the 2006 Bonds has been called for early redemption, and the 2006 Bonds have been fully paid off and retired, an Authorized Officer shall promptly report same to the Gogebic County Treasurer.

7. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

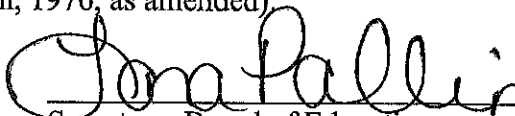
Ayes: Members *T. Holland, T. Pallin, T. Williams, M. Hazen, S. Klingman, A. Schrader.*

Nays: Members *0*

Resolution declared adopted.


Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Watersmeet Township School District, Gogebic County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).


Secretary, Board of Education

MDG/

WATERSMEET TOWNSHIP SCHOOL PROCEDURES & PROCESSES

THE MICHIGAN PUBLIC SCHOOL ACCOUNTING MANUAL PROVIDES THE BASIS AND GUIDANCE FOR ALL ACCOUNTING TRANSACTIONS.

INVOICES

FOOD SERVICE:

Head Cook receives, verifies, & codes all invoices at time of delivery.

After coding, the invoices are submitted to the Business office.

ISD Personnel enters invoices into the AP system in School Finance and cuts checks.

Board reviews AP report at each regular monthly meeting, approves payment and checks are signed by the Superintendent and the board treasurer. Two signatures are required.

ISD Personnel scans check and invoice and makes a hardcopy of the check, mails payment and files copy.

ATHLETICS:

District Administrative Assistant sorts mail.

Superintendent reviews and approves invoices to be entered into the AP system.

ISD Personnel enters invoices into the AP system of School Finance.

Board reviews AP report at each regular monthly meeting, approves payment and checks are signed by the Superintendent and the board treasurer. Two signatures are required.

ISD Personnel scans check and invoice and makes a hardcopy of the check, mails payment and files copy.

STUDENT ACTIVITY:

District Administrative Assistant sorts mail.

If applicable, class advisors review and approve invoices and give them to the Business office for payment.

Superintendent reviews and approves invoices to be entered into the AP system.

ISD Personnel enters invoices into the AP system of School Finance.

Board reviews AP report at each regular monthly meeting, approves payment and checks are signed by the Superintendent and the board treasurer. Two signatures are required.

ISD Personnel scans check and invoice and makes a hardcopy of the check, mails payment and files copy.

GENERAL FUND:

District Administrative Assistant sorts mail.

Superintendent reviews and approves invoices to be entered into the AP system.

ISD Personnel enters invoices into the AP system of School Finance.

Board reviews AP report at each regular monthly meeting, approves payment and checks are signed by the Superintendent and the board treasurer. Two signatures are required.

ISD Personnel scans check and invoice and makes a hardcopy of the check, mails payment and files copy.

DEBT RETIREMENT:**Debt Payments:**

District Administrative Assistant sorts mail.

Superintendent reviews and approves invoices to be entered into the AP system.

ISD Personnel enters invoices into the AP system of School Finance.

Board reviews AP report at each regular monthly meeting, approves payment and checks are signed by the Superintendent and the board treasurer. Two signatures are required.

ISD Personnel scans check and invoice and makes a hardcopy of the check, mails payment and files copy.

General Invoices:

District Administrative Assistant sorts mail.

Superintendent reviews and approves invoices to be entered into the AP system.

ISD Personnel enters invoices into the AP system of School Finance.

Board reviews AP report at each regular monthly meeting, approves payment and checks are signed by the Superintendent and the board treasurer. Two signatures are required.

ISD Personnel scans check and invoice and makes a hardcopy of the check, mails payment and files copy.

CAPITAL PROJECTS:

District Administrative Assistant sorts all mail.

Superintendent reviews and approves invoices to be entered into the AP system.

ISD Personnel enters invoices into the AP system of School Finance.

Board reviews AP report at each regular monthly meeting, approves payment and checks are signed by the Superintendent and the board treasurer. Two signatures are required.

ISD Personnel scans check and invoice, copies check, mails payment and files copy.

CASH RECEIPTS**GENERAL FUND:**

District Administrative Assistant sorts all mail.

General Fund revenue is receipted by ISD Personnel and locked in the safe in the Business office.

ISD Personnel enters receipt in cash receipt system in School Finance.

Deposits are brought to the bank weekly by ISD Personnel.

ATHLETICS:

Gates are collected by volunteers.

Volunteers complete gate revenue athletic report and give the report to the athletic director after event.

Athletic director locks cash boxes in safe in Business office.

The ISD Personnel counts/verifies the gate box and receipts the revenue.

The ISD Personnel enters the cash receipt in School Finance.

Funds are deposited by the ISD Personnel at least weekly.

FOOD SERVICE:

Food Service Director receives student/adult lunch money and enters it into the food service PowerLunch system.

Food Service Director prepares funds for receipt by the ISD Personnel at least weekly.

ISD Personnel receipts miscellaneous funds to food service account.

ISD Personnel receipts funds from Food Service Director for student/adult meals to food service account in SchoolFinance and deposits funds at least weekly.

STUDENT ACTIVITY:

Class advisor records revenue.

Revenue is given to ISD Personnel to verify and receipt.

ISD Personnel records receipt in School Finance and deposits funds at least weekly.

DEBT ACCOUNTS:

District Administrative Assistant sorts all mail.

All debt revenues are receipted by ISD Personnel.

ISD Personnel records receipt in School Finance and deposits funds at least weekly.

CASH RECONCILIATIONS**GENERAL FUND & PAYROLL**

ISD Personnel reconciles all cash accounts for the general fund and payroll with bank statements monthly.

TRUST & AGENCY, ATHLETICS, FOOD SERVICE, DEBT ACCOUNTS & CAPITAL PROJECTS

ISD Personnel reconciles all cash accounts for athletics, student activity, food service, debt accounts and capital projects accounts with the bank statements monthly.

PAYROLL

All salaried employees have an annual contract entered into the SchoolFinance payroll system per master agreement and individual contract. All hourly employees and those working extra hours or substitute hours complete time sheets for manual entries.

Employees complete leave sheets for any days they request for sick leave, personal leave, comp time, vacation time or funeral leave. The superintendent approves and signs the forms.

The building secretary keeps a calendar for employees out of the building and substitutes in the building.

All time sheets are submitted to the building secretary on the Friday at the end of the payroll period. The ISD Personnel creates the payroll worksheet from time sheets and leave sheets. Attendance is entered by ISD Personnel.

The ISD Personnel does manual entries and processes payroll, direct deposits, retirement contributions, EFTPS and processes payroll deduction EFTs.

PAYROLL DEDUCTIONS

Employees choosing to have a payroll deduction allowed according to the master agreement submits documentation to the business office.

Deductions are entered into SchoolFinance by the ISD Personnel.

Reviewed and Approved by the Board of Education:


Board Secretary/Date